



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

MARCH 2016

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Performance Measures

Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808					
May	3145	3197	2961					
June	3051	3161	3059					
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	8,142				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	89.4 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt		Burg- Res	Burg-Com	Larceny	MV Theft	Total
Mar 16	0	4	1	3	15		14	2	43	2	84
Mar 15	0	3	1	1	3		5	2	52	2	69
Diff +/-	0	+1	0	+2	+12		+9	0	-9	0	+15
Diff % +/-	+100.00%	+25.00%	0.00%	+66.66%	+80.00%		64.29%	0.00%	-20.93%	0.00%	+17.86%
				Monthly	Total					Monthly	Total

	Violent Crime Diff +/-	15	+65.22%		Property Crime Diff+/-	0	0.00%
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Aggravated assaults are significantly higher as compared to last year. Most of the assaults are either domestic related or committed by a known suspect.

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 2.91 miles

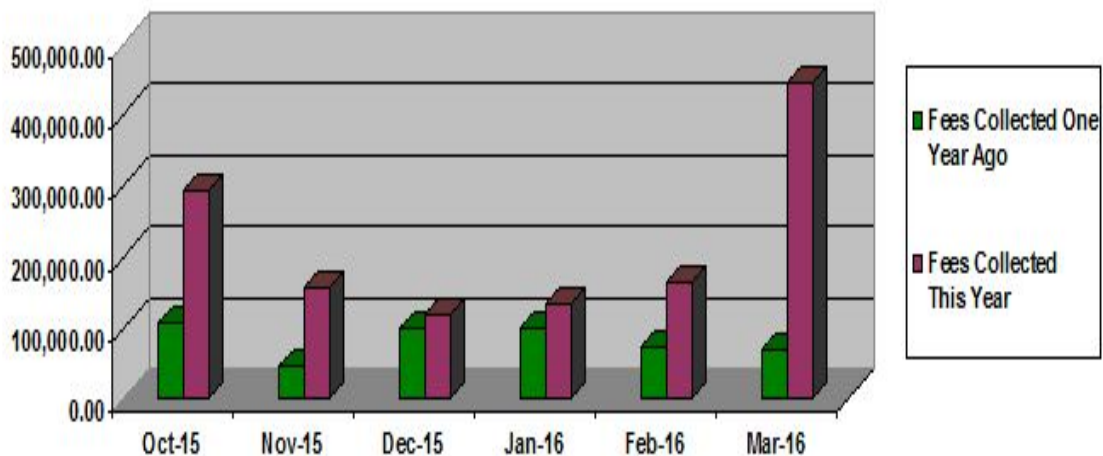
Diversion Rate of Solid Waste from Disposal at a Landfill

- March diversion rate – 41.7%
- 12-month (April 2015 – March 2016) diversion rate – 42.4%

Water Quality Testing Results

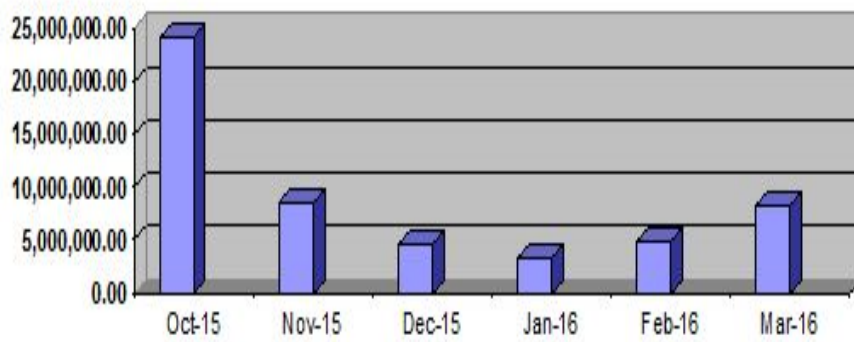
- There were no water quality issues with the March 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

Permits

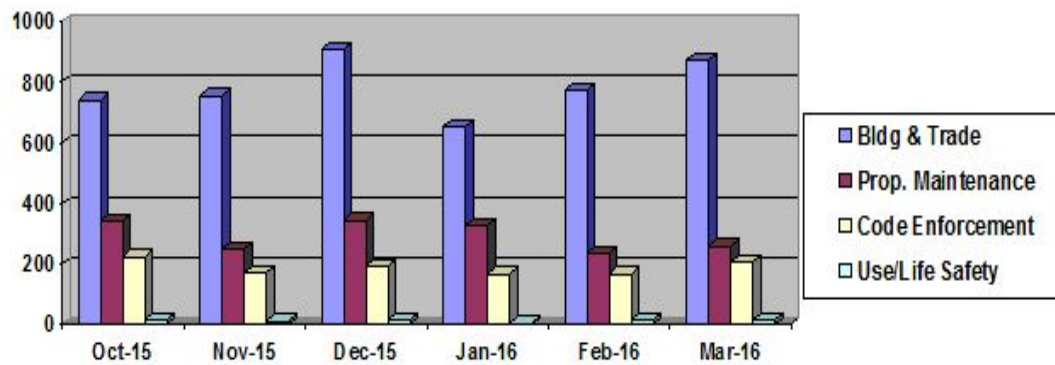


\$446,104.09 collected in permit fees.

Value of Private Construction - \$8,262,427.89.

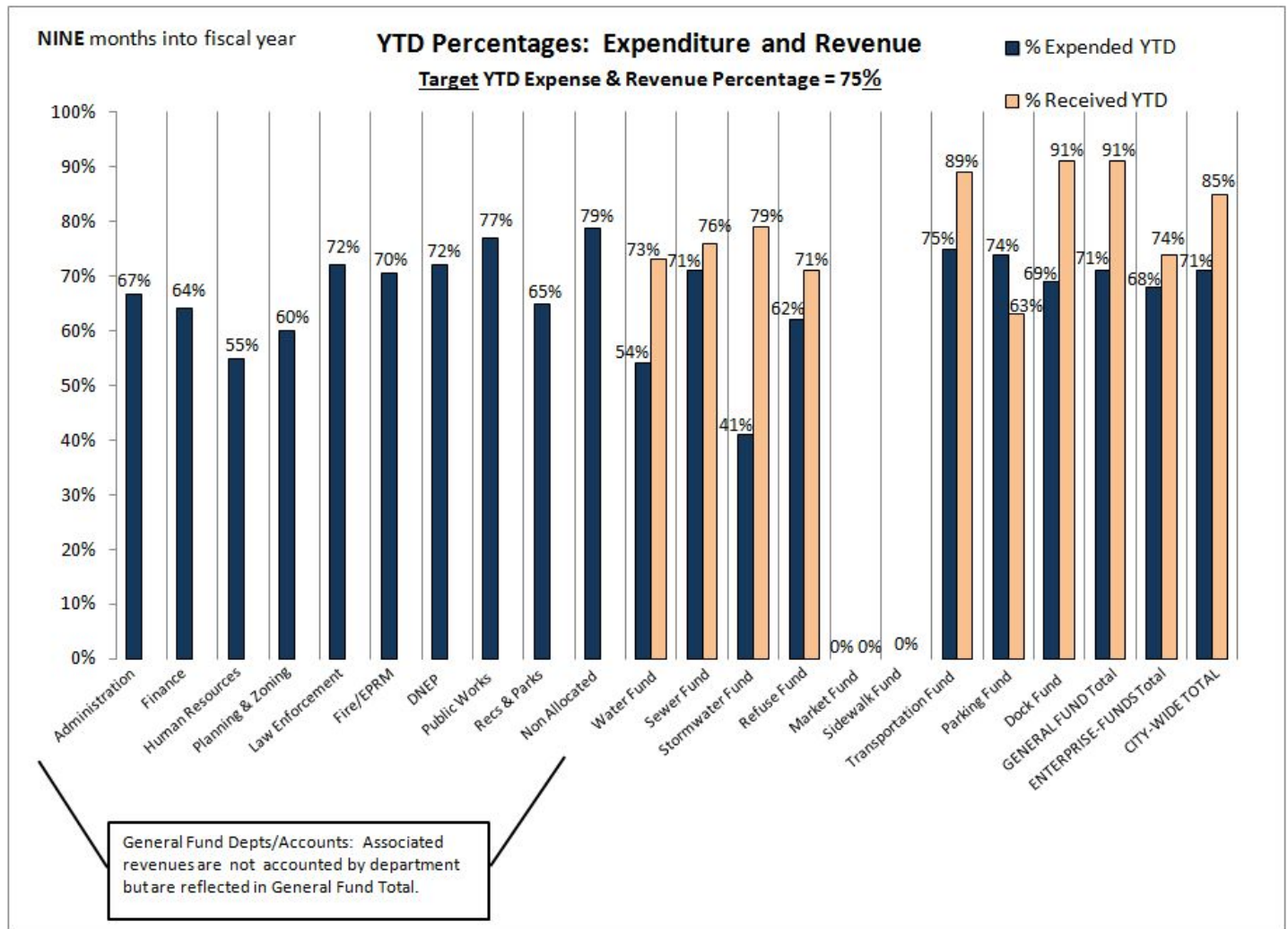


Private Construction Inspection Performed



873 Building and Trade Inspections
261 Property Maintenance Inspections
206 Code Enforcement Inspections
13 Use/Life Safety Inspections

Budget Status



Central Purchasing

Current Procurements

RFP 15-18 – Historic Preservation Consultants – On Call Services

- Multiple awards. 7 Contracts in process. 9 Contracts executed.

RFP 15-22 – APD Firing Range Ventilation System

- Awarded to Careys Heating and Air Conditioning. Contract in process.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Award notice on hold pending funding approval.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. BAFO's due 4/14.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Awarded to Morgan Lewis. Contract to be drafted.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- 3 Proposals received. Review in progress.

IFB 16-17 – Modifications to Five Water Tanks

- Awarded to Nostos SS Contractors. Contract in progress.

IFB 16-18 – Public Mooring Maintenance

- Awarded to Marine Technologies. Contract in process.

RFP 16-20 – Truxtun Park Pool Management and Operation Services

- 1 proposal received. Review in progress.

RFP 16-21 – Working Waterfront Awareness Program

- 2 Proposals received. Review in progress.

IFB 16-22 – Davis Street End Park Reconstruction

- Bids due 4/26. Pre-bid meeting 4/11.

Completed Procurements**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October 2016).

RFP 15-11 – Integrated Parking Operations and Management Services

- Awarded to SP + Municipal Services. March 1 start date.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Spring 2017 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for May 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for June 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Project scheduled for June 2016 completion.

IFB 16-07 – Helix Mooring Installation

- Awarded to Murtech, Inc. Project scheduled for May 2016 completion.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Awarded to JAK Construction Co., Inc. Project scheduled for April 2016 completion.

Pending Procurements**IFB 16-15 – Unleaded Gasoline and Diesel Fuel**

- Draft in progress. Anticipated release in April.

IFB 16-23 – Admiral Farragut Water Tank Painting

- Draft in progress. Anticipated release in April.

IFB 16-24 – Admiral Farragut Stream Restoration

- Draft in progress. Anticipated release in April.

IFB 16-26 - Overhead Door Maintenance

- Draft in progress. Anticipated release in April.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab. – As a result of structural deterioration in the intermediate slab of the wetwell, structural restoration began in March. New structural beams have been installed and the deteriorated slab has been demolished. April work will include existing wall repair and grating installation.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – CCTV work ahead of the upcoming CIPP Rehabilitation work has begun. USNA Flowmeter – Review of data for the proposed approach to USNA sewage flow measurement is ongoing. Buried Asset Evaluation – The draft Comprehensive Analysis Plan for buried water and sewer asset management was submitted and is under review. Additional condition assessments and rehabilitation/replacement of water and sewer infrastructure has been initiated. Water Meter Purchases – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

Notice of contract award for general water tank upgrades has been made. Invitation for Bids for Farragut tank coatings and other work is expected to be advertised soon.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included masonry work, concrete slabs, raw and finish water piping and electrical installations.

Dam Repair at Waterworks Park

DPW is resuming negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

City Dock Bulkhead Replacement, Phase 2

Received the final seismic report on all properties within 200' radius. Discovered petroleum-contaminated soil under Donner Lot which needed to be removed and disposed of appropriately at a special facility. All structural work is complete and electrical work is being finalized and coordinated with BGE for final cut over and energizing. A new fire protection system has been installed around entire City Dock area (Phase 1 and Phase 2). The Donner Lot boardwalk has been completed. Story wall plaques have been reinstalled with new lighting.

The project continues to be on schedule and within budget

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Consent Order so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

Design is ongoing for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions

City Hall Projects

HPC Public Hearing scheduled on April 12, 2016 for approval to install ductwork through roof via a new dormer. The mechanical equipment is scheduled to ship date on April 22, 2016. Proposals for generator installation currently being evaluated.

Maintenance Facilities

The project design team will meet with the City with 30% schematic drawings in June 2016. 60% drawings will be completed and submitted for review by the City in September 2016. The site survey and environmental investigation to begin in April.

Road Resurfacing

The annual street resurfacing project is expected to begin in May. The end of Newman Street will be repaired in April in advance of Spring Boat Show.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

The Purchase Order for Phase I design work was issued to RK&K. A pre-application meeting with HPC is scheduled for the end of April.

Personnel Update

New Hires

Recreation and Parks: Seasonal (4)

Promotions/Internal Vacancies Filled

Fire: FFIII - Technician (2)

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral arguments heard
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response. The Stay was granted. Petitioner filed Writ of Certiorari

		to the Court of Appeals; City filed a Response; certiori granted, briefs pending
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial date 6/9/16
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Trial date 6/2/16
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Trial date 6/14/16
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; hearing scheduled for 4/11/16

Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; briefs and oral argument pending
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Trial date 4/28/16
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-	APD	Complaint and Answer filed; discovery ongoing
Erie Insurance/Mutschley v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
City v. Thomas		Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation

Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15, 1/12/16 and 3/9/16; decision pending
Union Grievances:		
(none currently)		

Adopted Legislation

Legislation adopted on 3/14/16:

O-2-16 Amending the Composition of the Maritime Advisory Board - For the purpose of replacing the Chair of the Annapolis Conservancy Board with a representative of the maritime industry to serve on the Maritime Advisory Board.

O-3-16 Stevens, Incorporated Lease of 142 Dock Street - For the purpose of approving the lease for certain City-owned property located at 142 Dock Street; and matters generally relating to said lease.

O-4-16 Lease of City Property: Spring 2017 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2017, to conduct boat shows.

O-5-16 Lease of City Property: Spring 2018 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2018, to conduct boat shows.

O-6-16 Lease of City Property: Spring 2019 Boat Shows - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2019, to conduct boat shows.

R-4-16 Public Approval - For the purpose of providing public approval pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, in connection with the issuance and sale by the by the Public Finance Authority (the "Authority"), a commission created pursuant to Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, of its Public Finance Authority Revenue Bonds (St. John's College Project) Series 2016 in one or more series (the "Series 2016 Bonds"), in a principal amount not to exceed \$30,000,000 with respect to St. John's College Annapolis Facilities.

Legislation adopted on 3/21/16:

R-5-16 Shiley Park - For the purpose of designating certain City-owned land at the eastern end of Shiley Street in West Annapolis as a public park; and matters generally relating to said park.

Alcoholic Beverage Control Board:

BUSINESS AND MISCELLANEOUS

- **ANNAPOLIS MARITIME MUSEUM** – Special Event, March 19, 2016

Request for a Special Class C one-day liquor license and consumption on City Property with live music on Saturday March 19th from 12 noon to 4:00 p.m. for the annual Oyster Roast and Sock Burning Fundraiser.

- **ST. JOHN'S COLLEGE** – Special Event, April 16, 2016

Request for Special Class C, One Day Liquor License for the Annual SJC & USNA Croquet Match on Saturday, April 16, 2015, (rain date, April 17, 2015) from 12:00 noon to 5:00 p.m.

- **BOATYARD BAR & GRILL** – Special Events, April 15 and April 16, 2016

Request for an extension of licensed premises to include the adjacent parking lot with live music during the 15th Annual Spring Fishing Tournament Charity event on Friday April 15, 2016 from 5:00 – 8:00 p.m. and Saturday April 16, 2016 4:00 to 9:00 p.m.

- **ANNAPOLIS YACHT CLUB** – Special Events, April 29 – May 1, 2016

Requests for Special Class C, One Day Liquor License for the NOOD Regatta Party with music on Friday April 29, Saturday April 30 & Sunday May 1, 2016 from 4:00 – 9:00 p.m.

- **EASTPORT DEMOCRATIC CLUB** – Special Event, March 12, 2016 #4

Request for one day extension of license premises of outside parking lot, for a Club event, open to the public, including a beer truck on premises and live music during the annual Eastport Green Beer Races and Keg Toss on Saturday, March 12, 2016.

- **NAVAL ACADEMY ALUMNI ASSOCIATION** – Temporary Extension of Licensed Premises

Request for a Temporary Seasonal Extension of Licensed Premises to include outside courtyard area during regular operating hours for the months of April through November, 2016.

- **ST. JOHN'S COLLEGE** – Special Event, May 4, 2016

Request for Special Class C, One Day Liquor License for the Arlo Guthrie Concert on Wednesday May 4, 2016 from 7:00 to 11:30 p.m.

- **CARITAS SOCIETY**– Special Event, March 5, 2016

Request for Special Class C, One Day Liquor License for the Capitol Steps Performance on Saturday March 5, 2016 from 7:00 to 10:30 p.m.

- **FADO'S IRISH PUB** – Special Event, March 17, 2015

Request permission for one day use of a temporary portable bar on the patio portion of licensed premises during a special event on Thursday March 17, 2015 from 9:00 a.m. to 11:00 p.m.

- **ACME** - Deletion of officers

Joan R. Murphy & Kevin Epley, John Crabtree to become qualifying officer

- **STAN & JOES** – Special Event - April 3, 2016

Request for an extension of licensed premises to include the adjacent parking lot with live music during the 4th Annual Annapolis Beer Week event on Sunday April 3, 2016 from 11:00 a.m.– 8:00 p.m.

- **OSTERIA 177**- Substitution of officer

Nicholas Piazzola to replace Raffaella Calabria

- **Luna Blu** - Deletion of officer

Michelina Scotto to be deleted

- **O'Learys Seafood**- Substitution of officer

William Petterson to replace Paul Reims Meyer III & Holly Meyer

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN MARCH = 11**

City Clerk

- 8 - Fully Executed Legislation
- 24 – Fully Executed Contracts/Agreements
- 7- Requests for information Alderpersons/ Administration
- 18 - Special Event Application Reviewed
- 3- Registration Certificates for EXEMPT Peddlers Application
- 2- Solicitors Applications
- 3-Maryland State Archives – Information request Arts in Public Places
- 5- Absentee Ballot Request forwarded to Anne Arundel County Board of Elections
- 14- Attests to Documents, Information
- 2- Draft City Council Meeting Minutes
- 3- Draft Board of Supervisors of Elections Meeting Minutes
- 2- Agenda Posting – City Council Meetings
- 3- Agenda Posting – Board of Supervisors of Elections
- 2- Agenda Posting – City Council Work Session

- 1- Fortunetelling License (review/issuance)
- 1- Amusement Device License (review/issuance)

CITY COUNCIL ASSOCIATE:

- Standing Committee Meetings – Regular - 8 Meetings

BOARD OF SUPERVISORS OF ELECTION:

- Updating of in-Office Election Working Deadline Calendar – DRAFT Underway
- Election Pamphlet – Recommended by Mayor Pantelides' Transition Team on Boards and Commissions.
- Website Update to ELECTIONS page – Early Voting Centers List / Date & Time for Presidential Primary
- Creation of Position Checklist for Election Administrator – Underway
- 3/10/16 Provisional Judges Training / Presidential Primary Election

Public Safety Update

Fire Department

Monthly News/New Projects

- The Department responded to 833 calls for service this month and a total of 2485 calls for 2016 with the following breakdown:
 - EMS - 634 or 76%
 - Fire – 145 or 16%
 - Service – 43 or 6%
 - Rescue – 7 or 1%
 - Hazmat – 4 or 1%

Notable Incidents – March Highlights:

3/5/16 - Vehicle Accident with Entrapment - Rowe Blvd/Melvin Avenue
3/5/16 - Near Drowning - 300 Second Street
3/6/16 - Dwelling Fire - 38 Southgate Avenue
3/7/16 - Mutual Aid (Queen Anne's County) - Fatal House Fire
3/16/16 - Vehicle into a Structure - Church Circle
3/21/16 - Fatal Vehicle Accident - Bay Ridge @ Forest Hills
3/24/16 - Suspicious Package - Main Street

- The Department and personnel at the Eastport Fire Station are still working with Grow Annapolis on preparing their garden plot next to the Fire Station.
- The Department is completed Autism Awareness training. The class was online and lasted 5 hours.

- The Department has completed annual harassment/discrimination training and workplace violence training.
- All personnel completed review of the new edition of the City Safety Manual. Several questions about the mandatory after accident drug testing.
- The Department participated in the St. Patrick's Day Parade.
- All personnel completed Maryland State Police training on their new AW139 helicopter used for medical transport.
- The Department responded to 12 heroin overdoses with one known fatal.
- The EMS Division conducted three citizen CPR courses, one in Spanish.
- The EMS obtained new supply of Narcan for APD to replace their expiring medications.
- The Departmental Accident Review Board Meeting was held on March 8 to review accidents and injuries for the last 90 days.
- Meeting held with Chief Stokes, Fire Marshal Staff and Public Works regarding the new standpipe system at the City Dock.
- The Fire Marshal's staff attended Vision 20/20 Training – National Strategies for Fire Loss Prevention.
- The installation of the Horn Point Marina standpipe system has at long last been completed.
- The Department received its Quarterly EMS Quality Assurance Performance Report from the State - our rating was excellent.
- Conducted annual inventory of cell phones and fire department radios.
- Conducted annual inventory of City fuel keys and MVA E-Z passes.
- At the request of the Public Safety Committee, the Department core strategies and annual goals were posted on the AFD web site.
- Completed 135 new fire safety building inspections and 31 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal Staff conducted 29 Fire Permit/Plan Reviews and 27 Building Permit Reviews.
- The AFD Line of Duty Deaths were posted on our web site.
- Our personnel installed 18 smoke detectors and 2 CO alarms and conducted 27 public education events.
- Training hours completed – 2,596.
- ISO rating – Class 2.
- The Fire & Explosive Services Unit responded to 5 Explosive Services Requests, 4 K-9 requests, 7 assist police calls, investigated 3 fires and completed 5 fire safety inspections.
- This month's Fire Prevention Message – “ Stay Alive, Don't Text and Drive”
- Some members of the CISM Team attended Critical Incident Stress Training in Howard County.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of March the Department used 181 hours of overtime at a cost of \$10,385.61 this represents a usage of 2.53% of our total annual budget available for overtime. Our YTD overtime expenditures are \$266,040.80 or 61.87% of our annual OT budget.
- We currently have four (4) personnel on modified duty and four (4) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.
- The Department has submitted a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36.

Major Planned Actions

- Continue with Smoke Detector outreach program
- Leadership Training for Firefighter 1st positions and lieutenants (May)
- Conduct AFD Safety Survey
- Provide bike medics for Annapolis Wounded Warrior Ride

Emergency Management

Incidents and Events

- March 3rd, 2016 - Winter Weather
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about winter weather expected to impact the City of Annapolis during the morning rush hour. Total predicted accumulation was 2 inches.
- March 18th, 2016 - Winter Weather
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about winter weather expected to impact the City of Annapolis during the weekend. Total predicted accumulation was less than half an inch. All alert recipients were informed of Special Events scheduled during the weekend that could be affected by the weather system.

Planning

- OEM staff testified before the House Environment and Transportation Committee on March 22nd regarding the bill to include Annapolis as a member of the Maryland Emergency Management Assistance Compact. The bill later passed the General Assembly unanimously and is awaiting the Governor's signature.
- The MEMA Public Assistance Specialist presented the Public Assistance Process to City of Annapolis Departments and Non Profit Organizations on March 16th. OEM submitted the City's Request for Public Assistance the same day and is assisting local non-profit educational institutions with their forms as well. OEM will coordinate this process for Annapolis over the next few months in order to obtain disaster reimbursement for January's major snowstorm.
- On March 1st, OEM staff participated in the MEMA Director's monthly conference call with local emergency management directors.
- OEM staff met with MEMA on March 3rd to discuss the grant agreement and reporting requirements for the Pre-Disaster Mitigation grant that OEM and Planning and Zoning were awarded for the Natural Hazard Mitigation Plan Update and the Cultural Resources Hazard Mitigation Plan.
- On March 3rd, OEM staff met with Anne Arundel County OEM to discuss the collaboration of the CodeRED Community Notification System and the future of the system. A usage policy is being written for the County, and once that is complete the City will complete a usage policy.
- OEM staff participated in a meeting March 7th related to the emergency protocols and notifications of Licensed Facilities including assisted living facilities and nursing homes.
- OEM staff held meetings on March 4th and 11th to discuss plans for an outreach event with the community to encourage recovery and resiliency in Annapolis.
- On March 8th, OEM and AFD staff met and discussed the finalized plan for sending Overtime Pages through the CodeRED system when the Fire Department needs assistance.

- On March 9th, OEM met with APD and Motorola to discuss communications solutions in accordance with upcoming infrastructure and technology upgrade deadlines.
- On March 10th OEM worked with City leadership to discuss the future of the Annapolis Call Center.
- OEM staff joined a meeting on March 14th to prepare a presentation for the April trip to Newport, Rhode Island, at a hazard mitigation conference.
- On March 15th, OEM staff participated in an Urban Area Security Initiative meeting in Carroll County with other regional emergency managers.
- On March 16th, OEM staff met with the Anne Arundel County Public School Supervisor for Public Safety. This was an introductory meeting in order to exchange information ahead of a potential real world incident.
- OEM staff spoke before the City of Annapolis Public Safety Committee on Wednesday, March 16th regarding City snowfall and expense statistics from Winter Storm Jonas and the process of updating the City's Continuity of Government Plan.
- On March 17th, OEM staff attended the Anne Arundel County LEPC meeting.
- On March 17th, OEM staff attended the Health and Medical Coalition meeting.
- OEM staff met with Public Works on March 21st to discuss possible changes to the Public Works Snow Emergency Response Plan and to the Critical Infrastructure Annex of the Emergency Operations Plan.
- On March 22, OEM staff attended a UASI Evacuation Collaborative Team Meeting in the Kinder Farm Complex in Anne Arundel County. This meeting allowed for OEM staff to discuss, specifically, the City's individual Evacuation Plan with members of the FEMA Technical Assistance team and State partners for feedback or suggested improvements.
- On March 24th, OEM staff participated in a meeting of the Core Planning Team meeting of the Cultural Hazard Mitigation Plan.
- On March 29th, OEM staff met with regional partners at MEMA to discuss the possibility of collaborating local jurisdictions with the State WebEOC system. Takeaways from this meeting were to have each jurisdiction come up with their needs for a WebEOC system for possible integration with the State.
- OEM staff met with representatives from around the Baltimore UASI region to discuss the regional Recovery Plan on March 30th in Carroll County.
- OEM Staff updated the Emergency Operations plan by holding Annex Revision Meetings for Terrorism, Hazardous Materials, Civil Unrest, Snow and Ice Storms, and Sheltering. Departmental representatives from City of Annapolis, and other local partners gathered to discuss and update written operational procedures for large scale emergencies and disasters.
- On March 31st, OEM staff met to discuss organizational structure of Recovery Support Functions and Leadership following a disaster.
- OEM staff met with Annapolis MIT on March 31st to review and discuss the use of 3D GIS modeling for coastal flooding forecasting before a flooding event.
- The Continuity of Government Plan is under review by the City Council and should be finalized in the next few weeks.

Training/Exercise

- An OEM staff member attended the 2016 National Hurricane Conference in Orlando, Florida.
- OEM staff assisted with the Incident Management Team interviews to bring on 4 more Annapolis members.
- OEM attended a meeting on March 17th at St. John's College with AFD, APD, Capitol Police and St. John's College to discuss the details of a Full Scale Exercise that will occur in May 2016.

- On March 16th, OEM staff participated in a FEMA Controlled Equipment Webinar, which described changes in procuring certain types of equipment with grant funds.
- On March 22nd, OEM staff attended an IMT planning workshop. This workshop was to discuss the new computer software to compile documents such as IAP's on deployments.
- On March 29th and 30th, OEM staff hosted two trainings for Fire Department personnel on how to use the new ECN Launcher mobile application to launch their Overtime Pages from their mobile devices.
- On March 29th, OEM conducted WebEOC training for Public Information Officers. Participants also discussed EOC responsibilities and recommended trainings.
- OEM staff continued to work on the After Action Report from Winter Storm Jonas. The After Action Report will be completed in April and be disseminated to all partners.

Outreach

- OEM staff attended the Annapolis Police Kids Club on Saturday, March 19th and gave a brief presentation to the kids about OEM and its functions.
- OEM staff prepared a community information presentation on the recent outbreak of the Zika Virus. This presentation was distributed to key officials, employees, and surrounding partners via Emergency Alert and has since been added to the City's Office of Emergency Management webpage.
- OEM Staff met on March 4th and 24th to start planning for Community Outreach event that will be held to educate Community Leaders from across the City.
- On March 9th, OEM staff met with the Economic Development Manager to discuss future outreach endeavors with the Annapolis business community. It was determined that a workshop about emergency preparedness and how to recover from a disaster will be given in the fall.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,570 as of April 4th, 2016.
- OEM has increased its Twitter followers to 1,012.
- OEM has increased its Facebook 'likes' to 1,562.

Grants Management

- OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs, as well as the FY 2015 Emergency Management Performance Grant (EMPG)

March	
UASI FY 2014 Bomb Squad	\$4,738.00
TOTAL UASI FY 2014	\$4,738.00
UASI FY 2015 LETPA	\$3,089.00
TOTAL UASI FY 2015	\$3,089.00
SHSG FY 2014 OEM	\$819.00
TOTAL SHSG FY 2014	\$819.00

TOTAL March Grant Expenditures	\$8,646.00
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Police Department

Personnel

Current	106	24	8	3	11	5	155
Vacant	3	2	1	1	1	0	8
Total Allocated	109	26	9	4	12	5	165

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/ M	Total
Sworn Personnel	26	2	7	66	4	1	1	2	109
	23.85%	1.83%	6.42%	60.55%	3.67%	0.92%	0.92%	1.83%	100.00%
Part-Time Personnel	6	4	3	2	0	0	0	0	15
	40.00%	26.67 %	20.00%	13.33%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	13	10	1	1	0	0	32
	3.13%	18.75 %	40.63%	31.25%	3.13%	3.13%	0.00%	0.00%	100.00%
									156

Fifteen officers were sidelined due to medical or administrative issues. One officer resigned and one officer was terminated.

Community Services

C-SAFE	Total		N.W. / Victim Services	Total
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HEAT meetings		Meetings Attended	18
DJS Checks		Training Conducted	
Parole/ Probation Check		Surveys	
Hispanic Liaison	Total	Residential	
Translator Contacts	34	Commercial	1
Number of Contacts	75	Contacts Made	10
Court Assistance		McGruff Appearances / Requests	1
Officer Activity	Total	Block Watch Training	
Calls for Service	2	HACA/ Other Requests	
Reports		Watch Your Car	Total
Foot Patrol Hours	2	Citizen Contacts	15
Business Checks	5	Vehicles Registered	
Bank Checks	2	Vehicle Registration Forms Out	10
Traffic Stops		Scooter Registered	
Traffic Citations		Scooter Registration Forms Out	
Traffic Warning	2	Meetings Attended	1
ERO		TFA Initiative Letters Sent	10
FIR		Schools Visited	Total
Warrant Attempts		Annapolis HS	13
CDS Arrests		Annapolis MS/ Bates MS	9
Juvenile Citations		Phoenix Center/ Adams Academy	
Warrant Arrests		Tyler Heights	2
On View Arrests		Mills Parole	
Traffic Arrests		Explorers	Total
Summons		Current Explorers	15
Emergency Evaluations		Interested Explorers	1

			Post Meetings	3
			Community Events Attended	2

Community Complaints:

- Repeat alarms at Bates Middle School. school security was contacted about the problem.
- Complaint about suspicious vehicle in Homewood community, not occurring when we were contacted, but citizen had a tag number. Vehicle had no tag violations and was not stolen.
- Citizen requesting information about arrests in Harbour House, info given.
- Citizen requesting crime information about Annapolis Roads Apartments, info given.
- Citizen requesting crime information about Hunt Meadow community, info given.
- Neighbor complaints about 214 Prince George St, followed up with building owners, neighbor, WORA, and DNEP.
- Citizen requesting information about overdose activity on Hanover St.
- WORA was given information to put out about syringes and burglary prevention.
- Met with Daniel Orr about HACA/Eastport issues.
- Citizen provided further information about suspicious activity call on Rockwell Ct that could be related to burglaries. Info forwarded to CID.
- Ongoing communication with GPCA about Chambers Park crime concerns.
- Sent information to AACO Homeless Coordinator about new homeless person in area.
- Submitted a grant application to ECA for the Fish Camp and contacted Kneseth Israel and Naval Academy Stadium about the UASI security grants.
- Spoke with Loews Hotel Management about holes in the fence. One of the holes has been patched. Working on getting the other holes fixed.

JOINS:

(2) juveniles met the JOINS Criteria this month. There are currently (2) youth in the program.

Hispanic Liaison:

Number of contacts: (75)

Translations: (34)

Court (2.5 hrs)

ALERT Grant:

Vehicle checks conducted on 3/7 & 3/22.

Assisted with the Gala.

Commercial Security Survey – Lighthouse Shelter.

Explorers POST 199:

The Annapolis Police Explorers had (3) meetings in March. Training for the month was traffic stops and searches. Much of the time for the month was spent planning for the Gala. There is (1) person interested in the program.

The Gala was a big success for the Explorers. The Explorers received many compliments for their appearance and how they conducted themselves. Everyone who attended had high praise for the event and expressed interest in attending next year.

Community Services Section attended the following meetings/ training/ events:

- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (4)
- P&P Visits (19)
- DJS Visits (6)
- Honor Guard – Line of duty funeral (Prince Georges Co.)
- Stanton Center Girls Club visits (4)
- Most Wanted Tapings (1)
- UASI PIO Meeting (1)
- Neighborhood Safety Meeting (1)
- WORA & Tom Andrews Noise complaint meeting
- WORA Membership Meeting (1)
- Annapolis Kids Club

Training:

In-service 2016 was completed and 2 officers still have not completed their minimum hours to meet requirements.

Twelve (12) officers that need to complete the ALERRT class for certification. Five are scheduled to attend during the month of May & June. Six are scheduled to attend during the month of March

Significant Events:

Shooting 3/28/16 16-1242 800 Brooke Ct.

Victim: Brandon Anthony Johnson.

Suspect: Kelvin Jammarr Bias Greenbriar Dr.

Synopsis: The victim and suspect apparently had a misunderstanding that elevated to the suspect shooting

the victim in the leg. The suspect, who knew he was wanted, turned himself two days after the incident.

Fatal Crash 3/21/16 16-1158 1295 Thom Ct.

Victim: Shermekia Williams,

Synopsis: The victim/driver was traveling at a high rate of speed and failed to stop at a T intersection.

The vehicle struck a guide wire and was propelled into air striking a tree with the roof. The victim was partially ejected and was killed instantly.

Special Events

MARCH MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
03-05	Anti Federalist Rally	Lawyers Mall		
03-06	St Patrick's Parade	West St	18 Officers	\$4,267.58
03-07	March for Life	Main St	5 Officers	\$596.80
03-14	AFSCME Rally	Lawyers Mall		
03-16	Compassion Rally	Lawyers Mall		
03-16	Mysteries Filming	Downtown		
03-17	Ram's Head Party	37 West St		
03-19	Navy Lacrosse	NAAA Stadium	4 Officers	\$913.04
03-19	Flag Day	Dock		
03-19	Oyster Roast	2nd St		
03-21	AFL-CIO Rally	Lawyers Mall		
03-23	Boat Show Meeting	City Hall	Gibbs	
03-25	Md Day	Dock		
03-25	Stations of the Cross	Downtown		
03-27	Sunrise Service	Eastport		
03-30	Color Run Meeting	City Hall	Gibbs	
03-31	Annapolis Film Fest	Downtown		
Total				\$5,777.42

Building Activity

- **ABC Supply Company (15 Lee St - #BLD16-0072)** Permit issued 3/9/16 for tenant fit-out.
- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof.

- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Mechanical rough-in passed 1/6/16.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Building progress inspection 2/22/16.
- **Annapolis Yacht Club (2 Compromise St #DEM15-0043)** Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- **15 West Street #BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. Mechanical,electrical, plumbing work ongoing. Framing inspection scheduled 4/11/16.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. New grease interceptor installed and passed inspection 2/19/16.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. Waiting on HVAC balance report.
- **Chick-Fil-A (2025 Somerville Road #DEM15-0020)** Permit issued 2/23/16 to demolish current building. Complete except for the old main water line.
- **Chick-Fil-A (2025 Somerville Road #GRD15-0037)** Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- **Chick-Fil-A (2025 Somerville Road #BLD15-0486)** Permit issued 2/23/16 for new Chick Fil-A Restaurant. Footer inspection passed 3/24/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out.
- **Criswell Audi (1833 West Street #GRD15-0011)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- **Criswell Audi (1833 West Street #BLD15-0204)** Permit issued 10/2/15 for new commercial building. Contractor prepping to begin steel erection.
- **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)** Permit issued 7/20/15 for interior alterations. Job is progressing. Inspections being performed.
- **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition. Site last inspected 2/22/16.
- **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Footers and foundation completed. Masonry walls being erected.
- **Edward Neils LLC (125 West St, #202 – BLD16-0068)** Permit issued 3/10/16 for tenant fit-out.

- **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** Grading permit issued 9/11/15 for addition. Last inspected 2/23/16.
- **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Insulation inspections being done.
- **Georgetown East Elementary School (111 Dogwood Road #BLD15-0602)** Permit issued 12/02/15 for renovations to Administrative Offices. This work will start after the last day of the current school year.
- **Governor Calvert House (58 State Circle #BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Permit finalized 2/9/16.
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. More bracing and shoring has been done.
- **Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538)** Work is complete and we are waiting on the contractor to schedule a final inspection.
- **Mission Barbecue (142 Dock Street #BLD15-0816)** Permit issued for demolition, structural bracing & roofing. Job is progressing.
- **Mission Barbecue (142 Dock Street #BLD15-0776)** Permit issued 2/19/16 for alterations for new restaurant.
- **Mission Escape Rooms (40 West St #BLD15-0849)** Permit issued 1/15/16 for tenant fit-out. Ceiling close-in inspection passed 4/6/16.
- **North Star Management Holdings (91-93 Main St #BLD16-0100)** Permit issued 3/29/16 for tenant fit-out.
- **Osteria (177 Main Street #BLD12-0932)** Basement work is complete except for plumbing required for new grease interceptor. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. Project is on hold until HPC approval is gained for work in the sidewalk.
- **The Rice Workshop (138 Main St #BLD15-0609)** Permit issued 01/28/16 for new restaurant. Demo started and plumbing ground work approved. Grease removal hood on site, trade work continuing.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Rogue Pierogies (1825 George Avenue #BLD15-0811)** Permit issued 2/5/16 for tenant fit-out. Grease interceptor installed, progress inspection passed 4/8/16.

- **Sailor Oyster Bar (196 West Street #BLD15-0744)** Permit issued 01/13/16 for new restaurant. Footer inspection passed 3/1/16.
- **Signature Promotional Products (1825 George Ave, #A,B,C,D - #BLD16-0103)** Permit issued 3/29/16 for tenant fit-out. Framing inspection passed 4/6/16.
- **Taco Bell (1803 West St #BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant. U&O inspection passed 3/18/16.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Last inspection of 1/28/2016 passed. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. They need to repair their silt fence.
- **400 & 406 Chesapeake Ave (#DEM15-0028)** Permit issued 3/18/16 for demolition of existing building.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building
- **122 Main Street (#GRD15-0035)** Grading permit issued 2/12/16 for new commercial building.
- **122 Main Street (#BLD15-0395)** Permit issued 2/12/16 for new commercial building.
- **1401 Forest Drive (#BLD15-0552)** New Car Wash permit issued 12/10/15. Footing inspections passed 1/14/16. Framing inspection scheduled 4/11/16.
- **1023 Spa Rd (Formerly Annapolis Radiator #DEM16-0007)** Permit issued 3/18/16 to demolish existing building.
- **1023 Spa Rd (Formerly Annapolis Radiator – #GRD14-0023)** Grading permit issued 3/18/16 to remove unusable fill.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Progress inspection passed 1/26/16.
- **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.

- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- Mar. 1: Pre-proposal meeting for Working Waterfronts RFP
- Mar. 1: Finance Committee for final grant approval for Working Waterfront
- Mar. 2: Met with AECOM to plan for public workshop for West Street Sector Study
- Mar. 8: Met with AIPPC on wayfinding signs
- Mar. 22: Attended monthly BRTB meeting
- Mar. 29-31: Three-day workshop for Upper West Street Sector Study

Current Planning

Monthly News/New Projects:

- Subdivision (SUB2016-003) for Richard Rathmann, to combine a 3 ft. portion of an existing 6 ft. right-of-way into existing Lot 30, located at 517 Horn Point Dr.,
- Site Design Plan Review (SDP2016-012) for Kingsport Community Association, for a stream restoration project, located at 800 Bywater Rd.,
- Administrative Interpretation (ADM2016-003) for the City of Annapolis, minor modification to an existing special exception to provide ADA access & restrooms for two trailers, located at 932 Spa Rd.,
- Special Exception (SE2016-03) for O2 Rec Center, LLC & the City of Annapolis, to establish nine multifamily dwelling units, located at 9 St. Mary's St.,
- Variance (VAR2016-010) for Martin Turchin, for a reduction to the required established front yard setback to construct a porch, located at 4 Stewart Ave.,
- Administrative Adjustment (ADJ2016-002) for Regina Vasan, for a reduction to the average waterway yard to construct a screen porch addition, located at 2 Alden Ln.,
- Administrative Interpretation (ADM2016-004) for Woodside Gardens, for zoning verification letter, located at 705 Newtowne Dr.,
- Site Design Plan Review (SDP2016-013) for Brian Leber & Verna Jones, to construct a 2-story rearward addition and a new 2-car detached garage, located at 519 First St.,
- Variance (VAR2016-009) for Jason Servary, for a reduction to the corner-side yard setback to construct 2-story addition overtop an existing driveway, located at 120 Giddings Ave.,
- Site Design Plan Review (SDP2016-014) for Chandler, LLC, for replacement of existing windows & doors, create new window & door openings, reface exposed cmu wall, construct new rooftop addition with rooftop seating space, located at 110 Compromise St.,
- Site Design Plan Review (SDP2016-015) for Timothy & Laura George, to construct a new 2-story rearward addition and renovations to the existing single-family dwelling, located at 112 Chester Ave.,

Major Planned Actions

- Planning Commission, April 7, 2016:

Public Hearings and Deliberations:

1. R-11-16 – Capital Improvement Program, for the purpose of adopting a capital improvement program for the years 2017 thru 2022,
2. O-10-16 – Capital Budget Fiscal Year 2017, for the purpose of adopting a capital budget for Fiscal Year 2017 and appropriating funds for expenditures for the Fiscal Year 2017 capital budget,

Approval of Findings and Opinions:

1. R-1-16 Comprehensive Maritime Review,
2. ZTA2016-002 Zoning Text Amendment O-8-16,
3. ZTA2016-001 Zoning Text Amendment O-7-16

- Board of Appeals, April 5, 2016:

Public Hearings and Deliberations:

1. VAR2016-005 – Variance application by Sarah Wood Tator, for disturbance on steep slopes within the Critical Area to construct a new single-family dwelling, located at Old Crossing Lane, Lot 1,
2. VAR2016-009 – Variance application by Jason & Michelle Servary for a reduction in the required corner-side yard setback to construct a two-story addition to a single-family dwelling, located at 120 Giddings Avenue,
3. SE2016-001 & VAR2016-007 – Special Exception and Variance application by Bay Village Assisted Living, LLC, for an Institution for the Care of the Aged with 72 assisted living units and 16 memory care units, also a 174' reduction of the 184' required front yard setback, located at 979 Bay Village Drive,

New Business:

1. VAR2014-010 – Variance extension request, 1415 Forest Drive,

- Board of Appeals, April 20, 2016:

Public Hearings and Deliberations:

1. SE2016-001 & VAR2016-007 – Special Exception and Variance application by Bay Village Assisted Living, LLC, for an Institution for the Care of the Aged with 72 assisted living units and 16 memory care units, also a 174' reduction of the 184' required front yard setback, located at 979 Bay Ridge Drive -- Continuation from April 5, 2016,
2. VAR2016-008 – Variance application by Nels and Kristen Olson, for disturbance to steep slopes and redevelopment within the Critical Area 100 ft. buffer to construct and addition to the existing single-family dwelling, located at 229 Wardour Drive,
3. VAR2016-010 – Variance Application by Sophie Hruzd & Martin Turchin, for a reduction in the required average front yard setback to construct a porch, located at 4A Stewart Avenue,

4. SE2016-003 – Special Exception by O2Rec Center, LLC & the City of Annapolis, for nine multi-family dwellings, located at 9 St. Mary's Street,
5. SE2016-002 – Special Exception by Dock Ann, LLC & Doc Anna Deck, LLC, to combine two special exception approvals for existing standard restaurants with bar, alcoholic beverage service and live entertainment, located at 87 Prince George Street and 79 Prince George Street and expand into the adjacent building at 6 Dock Street.

Community Development

Community Development Block Grant

The Housing and Community Development voted on the projects that will make up the FY 2017 CDBG Action Plan. The recommendation were sent to the City Council for approval at its April 11th meeting. Staff completed the final draft Action Plan which is on the city's web site and is available for public comment from April 1st – April 30th.

Staff updated IDIS (HUD financial management system to reflect the amendments to the FY CDGB Action Plan approved by Finance Committee and City Council. Also, staff performed other routine CDBG administrative tasks, such as processing payment and completing draw downs.

Architect completed specifications and scope of work sketch plan for the Stanton re-flooring project.

Homeless

Staff attended the monthly Homeless Partnership leadership meeting. Discussion topics included Family Homelessness Strategies and the Royal Inn, Ten-year Strategic Plan to End Homelessness in Anne Arundel County, and new campaign Ideas.

Rental Allowance Program (RAP)

Processed RAP payments to the Community Action Agency. The funds are being used to help families with rent payments to ward off homelessness.

MPDU Program

Completed Offering Agreement with Washington Square developer. The 3 bedroom single family home will be available for purchase next month.

Miscellaneous

Major Planned Actions

- Update Community Development Division web page.
- Update all HUD required plans Fair Housing, Displacement, Relocation, and Citizen Participation Plans.
- Repair the "Old Fourth Ward" kiosk.
- Complete Stanton Center Door project
- Action Plan

Historic Preservation

Administrative approvals issued - 19

Total estimated costs of approved applications - \$806,151.18

Private - \$196,151.18

Public - \$610,000.00

Public Hearing approvals issued - 3

Total estimated costs of approved applications - \$34,600.00

Private - \$34,600.00

Public - \$0

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$2,643.76	\$2,356.24
Annapolis Partnership	\$50,000.00	\$36,731.35	\$13,268.65
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$16,351.39	\$18,648.61
HPC Consultants	\$15,000.00	\$0.00	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28
DNR Grant	\$46,388.00	\$46,376.99	\$11.01

Planning

- **Weather It Together - Cultural Resource Hazard Mitigation Plan - L. Craig, K. Brown, I. Price**
 - Received official notice of FEMA/EMMA grant to complete update of Natural Hazard Mitigation Plan to include CRHMP addendum (Total award: \$106k in reimbursable grant funds for contractual services.)
 - Presentations to:
 - Eastport Almost 7:30 Dems Central Committee
 - Colorado State Preservation conference
 - Chamber of Commerce Environmental Matters Committee
 - Annapolis Watershed Network
 - Grant written and submitted in partnership with Economic Dev. Mgr. for MHAA support on economic analysis of historic preservation & heritage on City - includes assessment of flooding impact on heritage economy. (Total request: \$45,000 for contractual services.)
 - April 30 Planning / Design Charrette
 - Finalize mapping documents
 - Secured 110 Compromise St. as venue
 - Developed listing of White Paper Topics and Draft

Education & Outreach - L. Craig

- **50th Anniversary - NHL & National Historic Preservation Act**
 - Received preliminary notice of award by Four Rivers Heritage Area of \$1,800 mini-grant to support 1-day of technical assistance & public presentation by PlaceEconomics as part of 50th Anniversary
 - Secured 6 speakers for 2016 Lecture Series
 - March - Sherri Marsh - Rosenwald Schools in Annapolis/AA County, Planning for lecture in partnership with Mills-Parole Elementary School PTA and Parole Community Health Center, hosted by Ald. Pindell-Charles

Annapolis Heritage Commission - L. Craig, K. Brown & S. Pippen

- Hosted Meeting - Reviewed Content for Wayfinding Signage
- Chief Participated in Ald. Pindell-Charles "Watershed Moments" City TV broadcast on women in history
- Pres. Asst. Coordinating Walk Parole: Scavenger Hunt for History project. Chief presented to City Council

Design Review - L. Craig

- Primrose Hill - Site Visit with restoration contractor and HPD Consulting Architect
- 110 Compromise St. - Review proposed improvements & rooftop addition w/consulting architect for submission to March 8 HPC Public Hearing
- 9 St. Mary's St. - Met with applicant to review proposed rehabilitation & new construction
- Mission BBQ - Finalized requirements for signage
- 519 First St.- Determined building lacks historic architectural integrity & provided comments on replacement structure

Policy/Legislation - L. Craig & P. Gutwald

- HP Ordinance - O-07-16
 - Town Hall Meeting - Hosted by WORA/Ald. Budge
 - AIPPC Meeting - Participated in Discussion
 - SB - Blighted Buildings Legislation
 - Joined Administration at MD Senate to testify in support of legislation

Economic Development

- Assisted 31 businesses directly to connect them with potential loans, no-cost business consulting, workforce development training, and to resolve permitting issues
- Participated in 52 meetings and events with city departments and business support organizations to:
 - Plan an OEM fall disaster-resiliency event for City businesses
 - Assist in planning a Small/Minority Business Enterprise resource event in May
 - Assist in planning Mayor's participation in Small Business Week in May
 - Discuss best graffiti enforcement and fees
 - Discuss best Airbnb regulations and impacts on City lodging businesses

- Coordinate business development, events and marketing strategies with AAEDC, Historic Annapolis, County Chambers, SCORE, and SBA Emerging Leaders Resources
- Complete business support tools, including updating a New and Expanding Business List, as well as New Business and 2-year Business Anniversary letters from the Mayor's Office for mailings
- Begin creating a "Doing Business in Annapolis" manual for businesses that want to locate in the City
- Discuss the impact of the APF-schools ordinance on the City economy
- Assist in re-aligning the Annapolis Partnership's mission and bylaws to best optimize impact to the City in the near-term, as well as reflect long-term goals
- Obtain Annapolis Partnership Board Training regarding the Main Street Program, as well as serve on AP's Economic Vitality Committee
- Learn about DHCD's funding programs for businesses
- Learn about the MD Department of Commerce's international trade resources and grants for businesses
- Start creating user-friendly, mobile-accessible Economic Development web pages
- Learn about the Design District's business goals and concerns
- Participate in the A&E District's Board Strategic Planning Retreat
- Speak at both WORA's monthly meeting to convey highlights of the City ED Strategic Plan
- Speak at SCORE's monthly meeting to convey highlights of the City ED Strategic Plan and discuss how to better promote their mentoring services to local businesses
- Collaborate with Military Bowl leadership
- Assist with four studies with economic development components and impacts
 - West Street Sector Study
 - Working Waterfronts Maritime Marketing
 - PAL Citywide Economic/Land Use Inventory/Analysis
 - BEACON Market Assessment Study re: Crystal Spring

Recreation and Parks

Recreation

- Stanton Center "Dafina" Group" attended a Boot Camp activity at the Naval Academy on March 19th.
- Fitness classes participants = 2,050. An increase from last month.
- Walk Parole was held on March 18th and was partnered with Planning and Zoning, and Rhonda Charles Pindel. The Mayor kicked off this walking Scavenger Hunt for History event.
- Start of Youth Baseball Season – 27 teams registered.
- Registration completed for Adult Sports programs – 24 teams.
- Hosted the regional volleyball tournament with 48 teams on March 11 – 13th.
- Adult Easter Egg Hunt event was held on March 24th. Close to 500 tickets were sold.
- The State conducted inspections of Latchkey child care programs with successful compliant results.
- Stanton Center is participating in the GreenScape planting project this year.
- Registration has begun for Men's Summer Basketball League.

- New Doors are being installed at the Stanton Center. Floor tile project will begin soon at the Stanton Center.

Parks

- Staff participated in National Parks Service "Urban Kids in Parks" webinar.
- Staff completed and submitted an Historic Preservation Commission application to install a bronze memorial plaque on a bench on Main Street.
- Staff is preparing for GreenScape 2016: staff held the last organization meeting for volunteers, all plant and tree materials were ordered and deliveries were scheduled. GreenScape is April 23rd. A park dedication of the newest park, Shiley Park in West Annapolis will be held to honor the 25th Anniversary of Greenscape.
- Athletic fields has been prepared for the Spring Season.
- Park amenities and restroom facilities have been de-winterized and prepared for the Spring.

Harbormaster

- Contract executed with Murtech Incorporated to replace 28 Moorings and move 12 Moorings away from the Channel through grant funding.
- Contract executed with marine Technologies to replace chains and shackles on 48 Moorings through grant funding.
- Preparations finalized for the Spring Boat Show.

Transportation

Activity Report

Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, March 2016

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$189,892.16	20,301
Hillman	\$214,966.43	24,286
Knighton	\$39,228.75	5,138
Park Place	\$114,897.06	8,870
South Street Lot	\$13,865.93	1,559

Larkin Street Lot	\$18,029.90	56
Total	\$590,880.23	60,210

Table 1b. On-Street Parking, March 2016

Citations	3,089
Revenues	68,885

Transit Operations

Transit Services for Special Events/Emergencies

Additional five (hours) of transit services were provided for the Legislative Awareness Week for the deaf and hard hearing persons. Also, during the film festival in Annapolis, 15 hours of extra transit services were provided.

March 2016 Ridership and Farebox Revenue

Total ridership in March 2016 was 40,808, down by 13.82% compared to March 2015 (Table 2). System-wide, this is the 15th consecutive month of reductions in ridership since the implementation of service reductions in November 2014. Revenue was also down, compared to March 2016 but not as much as ridership (Table 3). Compared to FY 2015, year-to-date (July 2015-March 2016) ridership and fare revenues were down by 26.71% and 33.30% respectively.

Table 2. March 2016 Unlinked Passenger Trips

Route	March 2016	March 2015	% Change
Red	5,503	5,761	-4.48%
Yellow	2,756	2,876	-4.17%
Green	7,415	7,821	-5.19%
Orange	1,763	2,037	-13.45%
Gold	2,600	2,699	-3.67%
Brown	6,331	6,681	-5.24%

Purple	2,876	2,890	-0.48%
Circulator	2,796	4,576	-38.90%
State Shuttle	8,258	11,593	-28.77%
Paratransit	510	418	22.01%
Total	40,808	47,352	-13.82%
Year-to-Date	346,172	472,321	-26.71%

Table 3. March 2016 Farebox Revenue

Route	March 2016	March 2015	% Change
Red	\$7,366	\$7,598	-3.05%
Yellow	\$1,675	\$1,588	5.48%
Green	\$10,874	\$10,375	4.81%
Orange	\$2,203	\$2,537	-13.17%
Gold	\$2,888	\$3,385	-14.68%
Brown	\$9,557	\$8,434	13.32%
Purple	\$3,083	\$2,964	4.01%
Circulator	\$2,299	\$3,382	0.00%
State Shuttle**	\$2,165	\$2,009	7.77%
Paratransit	\$706	\$664	6.33%
Total	\$42,816	\$42,936	-0.28%
Year-to-Date	\$390,360	\$585,207	-33.30%

****Excludes fares from State employees**

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period February 25, 2016 through March 23, 2016.

Division	Overtime	Leave (sick, vacation and personal, etc)
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Parking Enforcement Officers & Parking Meter Technicians	15 hours	91.5 hours
Transit Vehicle Operations – Bus Operators only	189.5 hours	451.5 hours
Transit Supervision	80 hours	55 hours
Vehicle Maintenance	16 hours	48 hours